



# Hendry County Sheriff's Office

## General Order 17.6

<b>TITLE:</b> Employee Assistance Program	<b>SHERIFF'S APPROVAL:</b> Digital
<b>ORIGINATION DATE:</b> October 10, 2018	<b>REVISION DATE:</b> May 23, 2019
<b>RELATED REFERENCES:</b> N/A  <b>CFA:</b> N/A	
<b>REVIEW FREQUENCY:</b> 3 YEARS	<b>DATE OF NEXT REVIEW:</b> May 23, 2022

**I. PURPOSE:** The purpose of this order is to inform members of the Employee Assistance Program.

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**II. SCOPE:** This order shall apply to all sheriffs' office members.

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**III. POLICY:** The Hendry County Sheriff's Office shall provide an Employee Assistance Program, at no cost, or minimal cost, to the employee, in order to achieve the following objectives:

- A. To assist supervision/management in demonstrating concern for the well-being of employees and their family members by offering a special benefit when it is most needed; i.e., in times of personal problems.
- B. To aid supervision in becoming more effective and efficient by providing a practical mechanism for dealing with an employee's personal problems which are affecting work performance.
- C. To strengthen morale and enhance the team concept in the workplace.
- D. To reduce problems and costs related to the full spectrum of personal issues affecting the behavior, attendance, and general productivity of employees of the Sheriff's Office.
- E. To provide short-term counseling, following which employees/family members may be referred for long-term counseling, as determined to be necessary.
- F. To provide assessment, counseling, referral, and monitoring of the following:
  - 1. Chemical dependency; alcoholism and drug abuse; mental health issues; depression; suicidal attempt; identity issues; stress; life stage transition; financial dilemmas, such as budget planning, credit card abuse, bankruptcy, gambling; domestic difficulties; legal matters, such as divorce, child custody, etc.; work related issues; career changes; etc.
- G. To provide supervision at all levels the tools necessary to recognize signs of personal issues which impact work performance and to offer assistance at the earliest sign of a recurrent problem. Supervision will discuss the nature of the personal problem only with persons deemed necessary.

#### IV. PROCEDURE:

- A. The Employee Assistance Program (EAP) is a benefit designed to improve the personal and professional life of employees and their dependents by offering counseling services to help resolve personal problems that may be affecting the individual's quality of life, both at home and at work.
  - B. Employees or their family members who wish to obtain confidential assistance for a personal problem within the scope of services provided by the EAP may call the provider's toll-free telephone number (Resources for Living/MHNet's: 1-800-272-3626) or visit the website at [www.mylifevalues.com](http://www.mylifevalues.com) (user name: PRM and password: 8002723626). In accordance with state and federal law, communication between an individual and the EAP counselor in a self-referral is confidential.
  - C. Supervision/management is encouraged to consider the EAP as an effective tool for improving employee behavior/conduct at work. Problematic behavior may indicate the appropriateness of a referral to EAP for counseling and resolution of the problem. The basis for a supervision/management referral include, but are not limited to, the following:
    - 1. A request by an individual for assistance with a personal problem that could impact work performance.
    - 2. A documented decline in work performance and reason to believe personal problems outside the job exist.
    - 3. A particular on-the-job incident that indicates the possible presence of a personal problem, excluding misconduct, which may warrant disciplinary action.
    - 4. In cases of referral by supervision/management, the EAP counselor will advise the referring authority that the employee has kept his/her appointment and whether or not the employee is cooperative.
    - 5. Fitness for duty evaluation, refer to procedure *GO 15.4: Physical Examinations*.
  - D. If an employee or family member requires services beyond the scope of the EAP, he/she may be referred by the EAP to other mental health providers. Coverage for such additional services will be in accordance with group insurance provisions for enrolled employees/family members.
  - E. Participation in EAP does not relieve any employee from performing his/her job duties at an acceptable level. Nothing in this Procedure or in the EAP will be interpreted to constitute a waiver of management's responsibility to maintain discipline or invoke disciplinary measures associated with a personal problem.
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#### V. GLOSSARY:

**CONFIDENTIAL** – Means not to be shared with persons or released without the express, written consent of the individual concerned. Limits to confidentiality apply in certain circumstances, as defined by law.

**Employee Assistance Program (E.A.P.)** - A program designed to assist employees in finding assistance in problem resolution. The program is designed to be confidential in nature so that an employee will not be hesitant in seeking help with a problem. Early resolution to employee difficulties is a major benefit to both the employee and the agency.

**EMPLOYEE** – In some instances, Employee pertains to all full and part-time personnel compensated by the Sheriff and are eligible for participation in the FRS (after 6 months of service). However, for purposes of the access to Employee Assistance Program (EAP); for the purposes of awarding leave or accruing sick leave or eligibility of insurance benefits **employee** is defined as **full-time** employees of the Sheriff's Office. Part-time, temporary, substitute, contractual, seasonal, or similar non-permanent individuals will not be considered employees.

**FAMILY MEMBER** – For purposes of access to the Employee Assistance Program, a person related to an employee and/or a person residing in the employee's home.

**FITNESS FOR DUTY EVALUATION** – An assessment by the Employee Assistance Program (EAP) or a psychologist, paid by the Sheriff's Office, to determine an employee's psychological fitness to perform his/her assigned duties.

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